

## Tax Letter Request

Issued under the authority of P.A. 122 of 1941. Filing is voluntary.

**Instructions:** Complete the requested APPLICABLE corporation information and account numbers and send to: Collection Division, Tax Clearance Section, Michigan Department of Treasury, P.O. Box 30199, Lansing, Michigan 48909. Telephone (517) 636-5260 or fax (517) 636-5255.

**Important:** A tax letter does not constitute a certificate of good standing issued by the Department of Labor and Economic Growth and relating to annual corporate reports and privilege fees.

Current Corporate Name		Federal Employer Identification Number	Date Started
Address (No. and Street, City, State, ZIP Code)			<b>ROUTE TO</b> <input type="checkbox"/> Sales Tax <input type="checkbox"/> Use Tax <input type="checkbox"/> Collections <input type="checkbox"/> Withholding <input type="checkbox"/> Single Business Tax <input type="checkbox"/> Motor Fuel <input type="checkbox"/> Cigarette Tax <input type="checkbox"/> Tax Clearance Section
Corporate Name Changed From		Date of Change	
Name Originally Incorporated Under			
Date Incorporated/Qualified	State Incorporated In		
Requested By			
Number and Street			Telephone Number
City, State, ZIP			
Attention:			Title

### ENTER THE APPLICABLE ACCOUNT NUMBERS BELOW

<b>Sales and Use Tax Account No.</b>		<b>Single Business Tax Account No.</b>		<b>Motor Fuel Tax Account No.</b>	
<input type="checkbox"/> OK to Issue Tax Letter <input type="checkbox"/> Not Licensed <input type="checkbox"/> Not Applicable		<input type="checkbox"/> OK to Issue Tax Letter <input type="checkbox"/> Not Licensed <input type="checkbox"/> Not Applicable		<input type="checkbox"/> OK to Issue Tax Letter <input type="checkbox"/> Not Licensed <input type="checkbox"/> Not Applicable	
Remarks		Remarks		Remarks	
Initials	Date	Initials	Date	Initials	Date
<b>Cigarette Tax Account No.</b>		<b>Tax Collection Enforcement Division</b>		<b>Income Tax Withholding FE No.</b>	
<input type="checkbox"/> OK to Issue Tax Letter <input type="checkbox"/> Not Licensed <input type="checkbox"/> Not Applicable		<input type="checkbox"/> OK to Issue Tax Letter <input type="checkbox"/> Not Licensed <input type="checkbox"/> Not Applicable		<input type="checkbox"/> OK to Issue Tax Letter <input type="checkbox"/> Not Licensed <input type="checkbox"/> Not Applicable	
Remarks		Remarks		Remarks	
Initials	Date	Initials	Date	Initials	Date